

Waterway Improvement Fund
Grants Management Checklist

1. Project Information:

Project Number:
Project Name:
Location:
Description:
Amount:
FY Approved

2. Document Requirements:

Type	Date	Notes
Project Design sent to DNR		
Plans &Spec sent to DNR		
Plans & Specifications Approved by DNR		
Bids Advertised		
Bids Opened		
Bids Tabulated & Forwarded to DNR for Concurrence		
Bid Awarded with Approval from DNR		
Signed Contract Sent to DNR		

3. Construction:

Action	Date	Notes
Construction Started:		
Inspection Dates:		
Final Inspection Date:		

4. Partial Payments:

Amount	Date	Notes

